SIEC PRE-PLANNING MEETING
August 20, 2003

Members attending this meeting:
- Mark Kahley, WADNR
- Joe Russo, WSP
- Tom Parma, DIS
- Roy Lum, DIS
- Tom Griffith, Clark Regional Emergency Service Agency (via telephone)
- Glen Woodbury, EMD
- Lori Bame, JLARC
- Paul Beckley, WSP
- Dennis Hausman, DIS

Draft Mission Statement
At our meeting with Representative Anderson, he suggested additional verbiage be added to the Draft Mission Statement. His suggested language was: *The SIEC will develop policies, processes, procedures and recommendations to be presented to the legislature (for further action.)* The discussion centered on the limiters that this verbiage would create. As the SIEC is a subcommittee of the ISB, the SIEC is obliged to report to the ISB before going to the legislature. The general consensus was that the wording did not add to the Mission Statement and should be removed. It was suggested that the Mission Statement as previously recommend remain and to allow the SIEC to discuss this matter and ensuring Representative Anderson's recommendation was included in that discussion.

Radio Inventory Discussion
Version 2.01 of the *Inventory of Public Safety Communications Systems DRAFT* was presented. The major differences between this draft and the previous version was the addition of the following data:
- Cellular telephone
- Pagers
- Mobil Data (MDS, laptops, PDA)
- Wireless Communication Funding

Lori expressed a concern that the information relating to the **financial data could not be validated**. There was a great deal of discussion on this point. There was concern that the people who will be filling out these sheets would not be in the position to know the answer to many of these questions, nor would appreciate the implications of getting the information wrong. Would getting financial data add any significant data to the inventory of radios? Would getting this information impact a statewide interoperability plan? It was agreed that **Lori would chair a sub-committee of this group with the expectation that a few relevant questions regarding financial matters be crafted**. Lori was asked to include the Association of Washington Cities, and Washington State Association of Counties as they will become major players in this project. **Lori will report at the next SIEC Pre-Planning Committee Meeting**.

Glen asked about **how the inventory will be handled**. Will the inventory go out on phases (i.e. state first, then local government)? Joe suggested that the inventory would provide a snapshot about where agencies are, their requirements for both a short and long-term solution.

Tom Griffith Clark County to fill out the inventory to help determine how long it would take to complete, and if there were any major problems associated with the questions that were asked.

Lori suggested that the Association of Washington Cities (AWC) might be able to help us significantly and perhaps they could fold the inventory into the survey that AWC does on fire and police salaries.

The **prevailing thought** appeared to be that the **state would work on the inventory first,** as there will be a certain amount of controls that could be used. The state could then advise this group what changes had to be made with the inventory before sending out statewide.

Roy suggested that perhaps we would build a **web page to handle the entries into a SIEC Inventory System.**
Joe Huden (from a previous meeting) suggested an **Access Database** for input of data. **This discussion will be continued once the Inventory is decided on.**

Discussion about the term *system coverage.* The issue seemed to center on where are the 'dead spots' and who else may have coverage in that area. That portion of the inventory will be changed to reflect the discussions (and subject to Committee approval).

Joe suggested that we **move the section dealing with personnel support** (which is actually a financial matter) adjacent to the funding questions. That portion of the inventory will be changed to reflect this dicussion (and subject to Committee approval).

There was discussion centering around **cellular provides and pager providers**. The feeling was that perhaps we really needed to know all of the providers that an agency uses. Based upon the converation it appeared as if we would only delete the term "primary." After thinking about this issue last night, I took priviledge to keep the term primary and add another question, that would also determine all providers. My thought was that it may be important to understand how entrenched jurisdictions are with certain (primary) cellular/pager providers. That portion of the inventory was changed and is subject to Committee approval.

There was a great deal of additional information centering on **Mobile data**. I am not sure that I captured that information correctly. Additionally, there was

further discussion that this section was to be re-visited next at the next meeting. In Draft 2.5 of the *Inventory of Public Safety Communications Systems* there are two sections that deal with Mobile Data. One as was on version 2.01 and another that reflects my efforts of capturing the dicussion.

Glen addressed our concerns about moving very quickly on getting the survey out so that the SIEC could apply **for funding via the Department of Homeland Security (DHS).** Glen was reasonably sure that there was **no money available from DHS to conduct studies.** There is a possibility that funds could be found for the studies for interoperability and in fact there has been interoperability studies funded with DHS resources. . What is important is **that if the SIEC want to put a placeholder in for DHS funds** for the next FFY they should do so fairly quickly. Once the federal budget is approved resources start moving outward from the federal government. The next FFY starts October 1st, so it would be in our interests to act fairly quickly. Glen reminded all of us that as time gets closer to actual funding dates, additional competing interests for DHS funds start entering the picture. It would be prudent to plan soon. Once the funding is made available to the states (as a block grant) they have forty-five days to obligate the funds.

Roy suggested that perhaps we could make a **few telephone** calls to see if there is any fairly good information on the **pricing and requirements of a statewide radio plan.** Additionally, are there any **good models that we could find for inventory data.**

Paul checked with **WSU to determine if there was an interest in having them help the SIEC with the inventory**. Paul submitted a written report. Which in part advises that both Steven Stehr and Bill Gillis are very interested in working with the SIEC.

> *Steven Stehr is the Chair of the Department of Political Science and Criminal Justice Program and heads up the newly established program "MA in Disaster Management" (FEMA-funded)…….*
> *Bill Gillis is the Director of the Center to Bridge the Digital Divide at WSU and has served as a Commissioner on the state UTC before coming to WSU…*
>
> *The Division of Governmental Studues and Services – would be happy to coordinate any assistance these researchers at WSU might provide.*
>
> Roy suggested that once we know more about what we are planning ourselves, it may be a good idea to follow up with these gentlemen. Paul advised that Bill Gillis would be glad to come to Olympia and discuss this with us.

Glen suggested that there be a **formal relationship between the SIEC and the Emergency Management Council.** Although it appears as if fifty percent of the Emergency Management Council are also members of the SIEC, creating formal relationship would certainly make a great deal of sense. There was a consensus that **agreed with Glen's suggestion**. Glen agreed to facilitate a conversation at the SIEC around this topic.

Issues for the next meeting
- Continue work on the Inventory.
    - Lori will report on subcommittee work on financial questions.
    - Inventory models from other states.
    - How will the inventory data be collected?
        - Web Page
        - Hard Copy
- Pricing models for state plans from other states.
- Complete work on a proposed SIEC Agenda
- Hope to have first meeting date of the SIEC.